

**SAINT PAUL CONSTRUCTION PROJECTS
AFFIRMATIVE ACTION PROGRAM ADDENDUM
FOR DEVELOPERS**

The Developer of a construction project which has \$50,000 or more in City funding has the contractual responsibility to ensure that the construction project achieves the minority and female employment utilization goals. This Addendum addresses the Saint Paul Affirmative Action requirements relating to construction projects.

I. Goals - Construction Projects:

For construction projects receiving City funding of \$50,000 or more, _____ adopts, and will require all project prime contractors and subcontractors to adopt, the following employment utilization goals for construction trade positions:

Minority Skilled Hours	11%
Minority Unskilled Laborers Hours	11%
Female Skilled/Unskilled Hours	6%

II. Construction Project Employment Utilization (PEU) Goals and Pre-Construction Conference/Project Utilization Conference (PUC):

After a contract has been awarded, but before construction begins, will require all prime and sub contractors who have been selected to work on the project to meet at a Pre-Construction Conference and/or Project Utilization Conference (PUC) with the Human Rights Specialist who has been assigned to monitor the project. This conference will address the employment utilization goals for minority and female skilled and unskilled workers, how the goals will be met, and any problems which may affect the project's ability to achieve the goals.

_____ will require all prime and sub contractors scheduled to work on the project to complete and submit to the Human Rights Specialist the Project Employment Utilization (PEU) Form indicating the Total Number of Project Work Hours they anticipate it will take to complete their portion of the work on the construction project, the Total Female Work Hours, Total Skilled Work Hours, Total Minority Skilled Work Hours, Total Unskilled Work Hours, Total Minority Unskilled Work Hours, and Maximum Number of Workers.

These forms will be submitted to the Human Rights Specialist before a contractor begins work on the project. They will also be submitted as soon as additional contractors are hired for the project. will require all prime and sub contractors to indicate on the bottom of the PEU form how they will meet the goals - through their internal work force or by hiring additional employees. If the contractors are unable to meet the goals, they will be required to indicate the reason on the bottom of the PEU form.

The Human Rights Specialist will use this information to calculate the number of minority and female skilled and unskilled work hours the project must have to meet the respective employment utilization

goals. The Human Rights Specialist may write a Letter of Understanding, which will detail the steps the Developer and contractor(s) need to take to meet the project's minority and female utilization goals.

_____ will require all prime and sub contractors to make every good faith effort to achieve their respective employment utilization goals, in proportion to the number of construction hours they anticipate it will take to complete their portion of the construction.

III. Identification of Prime Contractors, Subcontractors and major Material Suppliers (Form CPF-3):

_____ will require the prime and sub contractors to complete and submit to the Human Rights Department the Identification of Prime Contractors and Subcontractors Form (CPF-3) prior to start of construction and will submit an updated CPF-3 as new Subcontractors are hired. The contractors will indicate which businesses are owned by Women and Minorities.

IV. Payroll Reports/Monthly Employment Utilization Report

_____ will require all prime and sub contractors performing work on the project site to complete and submit Payroll Reports (Federal Form WH-347) including the race, sex, name, address, job title, hourly rate and hours worked on the project to the Human Rights Department seven (7) days following the end of each payroll period. Computerized Payroll Reports may be used if they include all of the information listed above. (The Human Rights Specialist may decide to require Monthly Utilization Reports in lieu of Weekly Payroll Reports on certain small projects.)

Name

Title

Date